



Planning and Transportation Department

**On-Call Engineering Services
REQUEST FOR QUALIFICATIONS**

TERM:

October 1st, 2015 through December 31st, 2018

ISSUED:

September 1st, 2015

DEADLINE FOR PROPOSALS:

September 22nd, 2015
4:00PM local time

ADDRESS ALL QUALIFICATION STATEMENTS TO:

Andrew Cibor, PE, PTOE
Transportation & Traffic Engineer
cibora@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Qualifications

City of Bloomington
Planning and Transportation Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact

Andrew Cibor, PE, PTOE
Transportation & Traffic Engineer
cibora@bloomington.in.gov

Summary of Request

The City of Bloomington (the City) is issuing a Request for Qualifications (RFQ) in order to establish an on-call consultant services list for projects involving the planning, design, and operation of transportation infrastructure. The City seeks statements of qualifications from individuals/firms interested in providing services on an on-call and as-needed basis. Respondents deemed qualified may be selected to perform work in one or more of the following categories.

Categories:

- 1) Traffic Engineering Services
- 2) Transportation Engineering Design Services

If a project is expected to require duties spanning more than one Category, then the City will select from applicants deemed qualified for all applicable Categories or require a selected individual or firm to hire and work with an appropriately experienced and licensed subconsultant.

Using this RFQ, the City intends to establish a list of qualified individuals/firms that may be contacted for projects with or without a specific Request for Proposals (RFP) for a particular project. This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. A contract would only be negotiated if the City selects a qualified individual or firm to work on a particular project or group of projects.

Projects utilizing this on-call consultant services list will be locally funded for preliminary engineering and design but may be federally funded for construction. Any projects which are federally funded for construction will require use of INDOT prequalified consultants.

The City makes no representations as to the actual amount of service, if any, to be obtained from any particular individual or firm. The City also makes no representations as to the actual total number of projects, if any, for which this on-call consultant services list will be utilized. The City intends to distribute work among the most qualified individuals or firms, but reserves the

right to select the individual or firm that is deemed best qualified for a particular project or group of projects. Selection will be limited to individuals or firms that are available to perform the work and individuals or firms with whom the City can successfully negotiate a contract.

Respondents deemed qualified would remain on the on-call consultant services list from October 1st, 2015 through December 31st, 2018 unless the City has reason to believe that the responses provided by an individual or firm to this RFQ are no longer accurate or adequate. The City may add a future open enrollment opportunity for individuals/firms not on the list or individuals/firms wishing to re-apply. The City also reserves the right to extend or reduce the currently listed term of the on-call consultant services list.

Communications and Project Management:

All communications from interested parties to the City during the RFQ submittal process shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFQ, or should they be in doubt as to their meaning, written notification should be made to Andrew Cibor at cibora@bloomington.in.gov no later than September 16th, 2015.

Interpretation of this RFQ will be made only by written addendum. A copy of each addendum will be posted at the City's website at https://bloomington.in.gov/sections/viewSection.php?section_id=537 no later than September 18th, 2015. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFQ. If significant changes to this RFQ are required then the City may postpone the final date for submission.

Interested parties may notify the City in writing of their intent to submit a response to this RFQ, but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including notification of addenda.

Responses to the RFQ must be submitted in PDF format no later than September 22nd, 2015. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFQ may be rejected.

Joint partnerships or consultant teams submitting collaborative offers will not be considered responsive unless it is established that the contractual responsibility would rest with one individual, firm, or corporation. The City's desire is for the RFQ submittals to focus on the entity intending to contract directly with the City (i.e., subconsultants and other teaming arrangements are not necessary).

Any costs incurred while responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

Process Schedule:

Sept 1, 2015	RFQ Advertisement
Sept 16, 2015	Deadline for questions/clarifications
Sept 18, 2015	Last day for additional information from the City
Sept 22, 2015 (4:00PM local time)	RFQ Response Deadline
Sept 23-29, 2015*	Response Evaluation
Sept 30, 2015*	Notify Respondents of Results
Oct 1, 2015	On-Call List Becomes Effective
Dec 31, 2018	On-Call List Terminates

**Review dates indicated are tentative and subject to change as needed*

PROJECT CATEGORIES:**1) Traffic Engineering Services**

This project category will involve the planning, design, and operation of existing, improved, or new traffic signals and beacons; warrant studies and safety analyses; and other traffic engineering-related tasks. Projects may be federally funded for construction, but will be locally funded for preliminary engineering and design.

The following list of potential projects is subject to change and is only intended to give examples of the possible type of projects included in this category. Projects may be assigned individually or in groups as determined most appropriate by the City.

- Traffic signal equipment upgrade at W 17th St and N Kinser Pike
- Traffic signal equipment upgrade at W 3rd St and S Madison St
- Traffic signal equipment upgrade at W 3rd St and S College Ave
- Traffic signal equipment upgrade at W 2nd St and S College Ave
- New Rectangular Rapid Flashing Beacon at W Allen St and S Walnut St
- Traffic control warrants
- Traffic signal studies and retimings
- Access management, traffic calming, and road safety audits
- Traffic impact studies and corridor studies (including lane conversion, 1 or 2 way conversion)
- Striping and signage projects

Work tasks may include, but are not limited to, the following items:

Field assessments; data collection; traffic forecasting; surveying; public involvement; right-of-way engineering, appraisals, and land acquisition; public involvement; traffic simulation; warrants studies; permitting; preparation of signal/beacon designs, plans, and specifications; maintenance of traffic plans; estimates of probable cost; documentation and reports; bid documents; permitting; utility coordination; engineering support during construction or implementation.

2) Transportation Engineering Design Services

This project category will involve preliminary engineering tasks and design for streets, sidewalks, sidepaths, multi-use trails, curb ramps, guardrails, traffic calming, or other geometric design-related projects. Projects may be federally funded for construction, but will be locally funded for preliminary engineering and design.

The following list of potential projects is subject to change and is only intended to give examples of the possible type of projects included in this category. Projects may be assigned individually or in groups as determined most appropriate by the City.

- Installation of guardrail on the south side of Moores Pike at Southeast Park
- Construction of pedestrian refuge island at the 4th St & Rogers St intersection
- Retrofitting or reconstructing intersection curb ramps to ensure ADA compliance throughout all of downtown
- Streetscape design on South Rogers from Grimes to Kirkwood
- Sidewalk projects identified by the City Council Sidewalk Committee
- Greenway design projects
- Roadway reconfigurations

Work tasks may include, but are not limited to, the following items:

Field assessments; data collection; surveying; public involvement; permitting; utility coordination; preparation of designs, plans, and specifications; maintenance of traffic plans; estimates of probable cost; bid documents; permitting; right of way engineering and land acquisition; stormwater design; environmental; engineering support during construction or implementation.

RFQ SUBMITTAL REQUIREMENTS:

General Requirements:

Submissions must be prepared electronically using 8.5" x 11" paper format with a text size no smaller than 11 point font and margins no less than one inch. File size may not exceed 5MB. Submissions are strictly limited to the number of pages described below.

Submissions will only be accepted in electronic pdf format and should be sent to cibora@bloomington.in.gov with a subject line of "RFQ Response – [Individual/Firm Name]". Submissions received after 4:00PM local time on September 22nd, 2015 will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum number of pages allowed for each section. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form	1
2	Introductory Letter	1
3	Individual/Firm Qualifications	2
4	Key Personnel Qualifications	2 per category (max 4)
5	Relevant Project Experience	2 per category (max 4)
6	Other	1

Content Details:

RFQ responses should include all of the information required below.

1) Submittal Form

Complete and sign the Submittal Form provided at the end of this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the RFQ response.

2) Introductory Letter

- Name of the individual or firm
- Contact information for the person authorized to serve as point of contact during the RFQ evaluation process and to negotiate on behalf of the individual/firm or team if selected for projects.
- General statement of interest for the type of projects described in this RFQ.

3) Individual/Firm Qualifications

- Technical capabilities (including relevant available software)
- Strengths and typical project sizes and types
- INDOT prequalifications
 - Systems Planning
 - Traffic Data Collection and Forecasting
 - Traffic Capacity and Operations Analysis
 - Traffic Safety Analysis
 - Environmental Services
 - Topographic Survey Data Collection
 - Geotechnical Engineering Services
 - Roadway Design
 - Bridge Design
 - Traffic Design
 - Right of Way Plan Development
 - Right of Way Acquisition Services
 - Construction Inspection
- Experience with local and federally funded projects

4) **Key Personnel Qualifications**

- Identification and qualifications of employees proposed to be assigned to projects
- Description of the primary areas of expertise for these employees
- Location and availability of these employees
- Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance.
- Licensure and certifications
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of a project as well as quality control and schedule control

5) **Relevant Project Experience**

- Specific examples of projects that are relevant and similar to the category (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Project experience with locally and federally funded projects
- Experience with context sensitive design
- Experience with public processes

6) **Other** (optional)

This page may be used for any information not covered in previous sections that the responder feels is relevant and worthwhile to include. Inclusion of this page is optional. Potential relevant information could include

- Disadvantaged business enterprise (DBE) qualified
- Local individual or firm (corporate or field office within 50 miles)

SELECTION CRITERIA & EVALUATION

A selection committee will review and evaluate responses based on the desired qualifications described in this RFQ. The committee will use the attached RFQ Evaluation Form to aid in determining which respondents are qualified. A separate form will be filled out for each category for which a respondent applies. The City intends to use the scores to select multiple individuals or firms for each category. Respondents with the highest scores may be given preferential treatment for project selection. On any project or group of projects, the City reserves the right to choose an individual or firm that, in the sole judgement of the City, is deemed to be the most qualified individual or firm regardless of scoring.

ATTACHMENTS

1. **RFQ Evaluation Form**
2. **Submittal Form**

RFQ Evaluation Form:

Name of Individual/Firm: _____ Rater #: _____ Date: _____

Category: (Check only one category and complete a separate form for each category)

- ☐ Traffic Engineering Services
☐ Transportation Engineering Design Services

Criteria Rating (0.0-5.0) Weight Score

Individual/Firm Qualifications _____ x 4 =
Comments:

Personnel Qualifications _____ x 7 =
Comments:

Project Experience _____ x 7 =
Comments:

Overall Quality and Clarity of Submittal _____ x 1 =
Comments:

Other (e.g. DBE, local, etc.) _____ x 1 =
Comments:

Total _____/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding 2.5 = Average 0.0 = Poor

INDOT Prequalifications (check all applicable boxes)			
<input type="checkbox"/> Systems Planning	<input type="checkbox"/> Traffic Data Collection and Forecasting	<input type="checkbox"/> Traffic Capacity and Operations Analysis	
<input type="checkbox"/> Traffic Safety Analysis			
<input type="checkbox"/> Geotechnical Engineering Services	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Topographic Survey Data Collection	
<input type="checkbox"/> Traffic Design	<input type="checkbox"/> Roadway Design	<input type="checkbox"/> Bridge Design	
<input type="checkbox"/> Construction Inspection	<input type="checkbox"/> Right of Way Plan Development	<input type="checkbox"/> Right of Way Acquisition Services	

Additional Comments:

Submittal Form

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the October 1st, 2015 through December 31st, 2018 On-Call Engineering Services Request for Qualifications (RFQ) is, in all respects, an accurate and true representation of the Individuals/Firm's Experience and Qualifications for the Category/Categories submitted. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFQ documents issued on September 1, 2015, and they acknowledge their responsibility for checking the City website for any addenda to this RFQ.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ Documents, the undersigned acknowledges that they have carefully examined the modifications to the SoQ Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual or Firm.

For each Category for which an Individual or Firm submits a Statement of Qualifications, please check the appropriate box below.

- ☐ Traffic Engineering Services
- ☐ Transportation Engineering Design Services

Individual/Firm Name: _____

Firm Representative Name: _____

Authorized Signature: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Date: _____ Telephone: _____ FAX: _____

E-Mail Address: _____